



GE VERNOVA |

Clear-Orbit Training Document

Please note: Any sourcing related issues please call Toll Free: 866 770 5248 or email esourcingsupport@gevernova.com with your details to create ticket on your behalf.

Escalation Point of Contact

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Agenda

- ❖ [Register Single Sign on with GE Vernova](#)
- ❖ [Requesting clear orbit access](#)
- ❖ [Forgot User ID?](#)
- ❖ [Forgot Password?](#)
- ❖ [How to view all the lines of a Purchase order in a Single Page](#)
- ❖ [Acknowledge Purchase Order\(s\) in Clear Orbit Application](#)
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Register Single Sign on with GE Vernova

Step 1 : Open URL <https://registration.gepower.com/registration/>

Step 2 : Click on the Register

Step 3 : Update the Basic and Mandatory Information

Step 3.1 : Ensure to find * on all mandatory fields rather than

Step 3.2 : If * recheck the fields and update

Step 4.1 : Answer country information for security reasons

Step 4.2 : Check

Step 4.3 : I confirm that the information I have provided is accurate and that I am currently employed by the company I have listed above.

Step 4.4 : I agree to GE Vernova Terms and Conditions

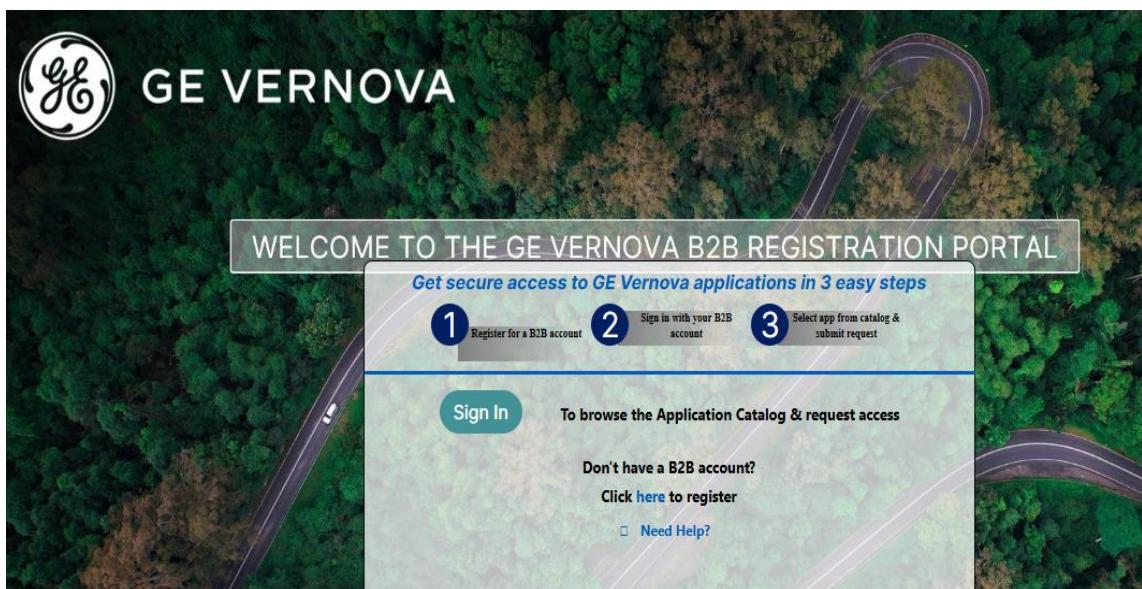
Step 4.5 : Click or touch the image mentioned

Step 4.6 : Click Submit

Step 4.7 : Once you hit submit you see the confirmation as below in GREEN

You have now successfully registered with GE Vernova

Preserve your SSO ID and credentials for further use



Registration

GE Vernova requires all of the following information to register new users.

Create your User

No special characters allowed except for: - * -

First Name *

First Name

Last Name *

Last Name

Company Name *

Company Name

Company Email Address *

Company Email Address

User Name (SSO) *

User Name (SSO)

Create your password *

Create your password

Verify your password *

Verify your password

Set a Security Question *

Please select a challenge question

Create a challenge answer *

Create a challenge answer

Please answer the following three questions referencing the countries listed.
This information is needed to comply with applicable laws.

Cuba / Iran / North Korea / Syrian Arab Republic / Sudan / Russia / Ukraine / Belarus

Yes No

Yes No

Yes No

Do you reside in any of the listed countries? *

Does any of your work-related activity take place in any of these countries? *

Is your company incorporated in any of these countries? *

I confirm that the information I have provided is accurate and that I am currently employed by the company I have listed above. *

I agree to GE Vernova's Terms and Conditions. *

Click or touch the Eye



Submit

Cancel



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Requesting clear orbit access



Application Catalog



Step 1

- Open URL : <https://registration.gepower.com/registration/>

All Applications Customer Apps Supplier Apps

Search by Name, Description, Category or Keyword

Clear Orbit (Supplier Collaboration)	ClearOrbit Supplier Collaboration Tool Supporting Power , Energy Mgmt, and Oil business units
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Clear Orbit (Supplier Collaboration)

Please provide the Purchase Order number (and/or eRFQ number) that you require access to *

Do you need access to the Quality Module (Supplier Deviation Request [SDR], Corrective Action, or Request For Information)* *

Yes
 No

Please add any additional details needed to support your request. If this request is for the Quality Module Only, please provide SQE name and/or buyer.

Job Title *

Telephone No *

Extension

Company Name *

Submit **Cancel**

Step 2

- Click on **Sign In**
- Sign in with your SSO ID & Credentials

Step 3

- Once you Sign In
- You will be redirected to the **Application Catalog**
- Click on **Supplier Apps**
- Key-In “clear orbit” in search field
- Select Application Name by business aligned to
- Clear Orbit (Supplier Collaboration)**
- Click on “+ Add”
- Once “Added” a pop-up with note “Request Access” will be visible
- ✓ Click on Request Access

Step 4

- ✓ Fill in the Questions for **Clear Orbit (Supplier Collaboration)**
- ✓ Provide purchase order number
- ✓ Enter Job Title
- ✓ Update telephone number and company name
- ✓ And Click **Submit**

Classification: Your request will be moved based on the workflow approval and once approved by clear orbit On boarding team and GE Vernova contact person/Buyer, An automated email notification will reach to your registered email ID and you will be able to access clear orbit Application with your SSO and Credentials



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Forgot User ID?

Purpose: Use this feature to retrieve your user id

Step 1: From the home page, click the “Forgot ID?” link –this will open a new page.

Step 2: Follow the instructions on screen to retrieve your account information. Enter your email address and click Submit

Step 3: If the system recognizes the email address you provided, you will see a confirmation message on screen and an email with the user account / id will be Sent.

An e-mail message with your USER ID(s) has been sent
Please close your browser window.

If no information is available for the entered email address, you will see this message:

No USER ID(s) were found for your specified e-mail address
[Continue](#)



Forget User ID?

Enter Email Address

Enter Email Address

Confirm Email Address

Confirm Email Address

Submit Cancel

Forgot Password?

Purpose: Use this feature to reset your password

Step 1: From the home page, click the “Forgot Password?” link –this will open a new page.

Step 2: Follow the instructions on screen: enter your user id and complete the security check. Click “Submit” to continue.

Password Reset

Please enter your username to reset your password.

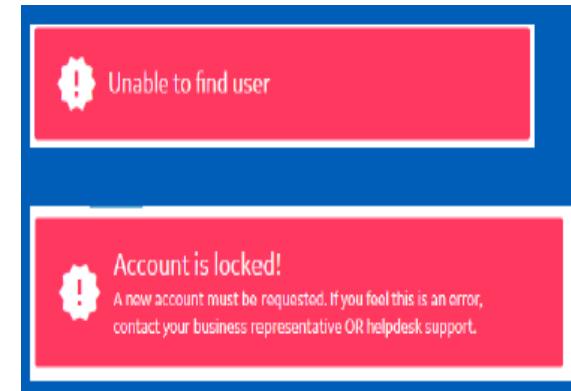
testuser

[Click or touch the Eye](#)

Submit Cancel

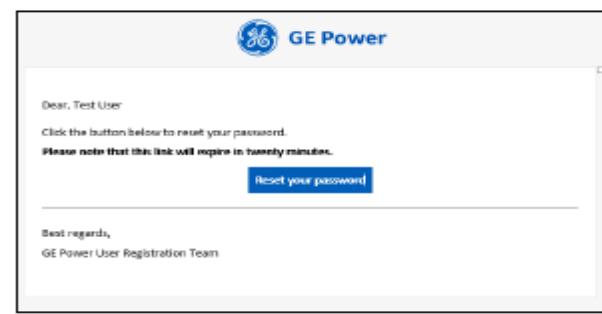
Step 3: If the account is recognized, you will receive a confirmation message on screen (see picture to right). Additionally, an email will be sent to the account on file.

If there is no existing account **OR** the username you entered is locked / inactive, you will receive a message like those at right. If you feel you are getting these messages in error, use the “Need help?” feature to contact our team.



Step 4: An email is sent to your account on file. Click the “Reset your password” link. Note this link is temporary and will expire as indicated.

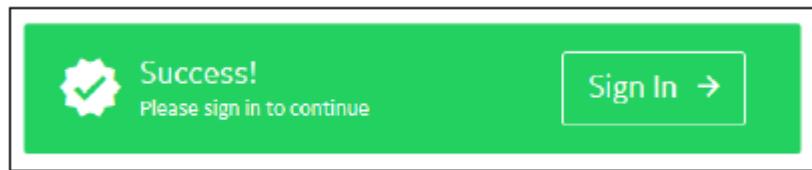
Step 5: You will be redirected to a new, secure window to update your password. Follow the instructions on screen and click “Submit”



Email message and secure temporary link for password reset

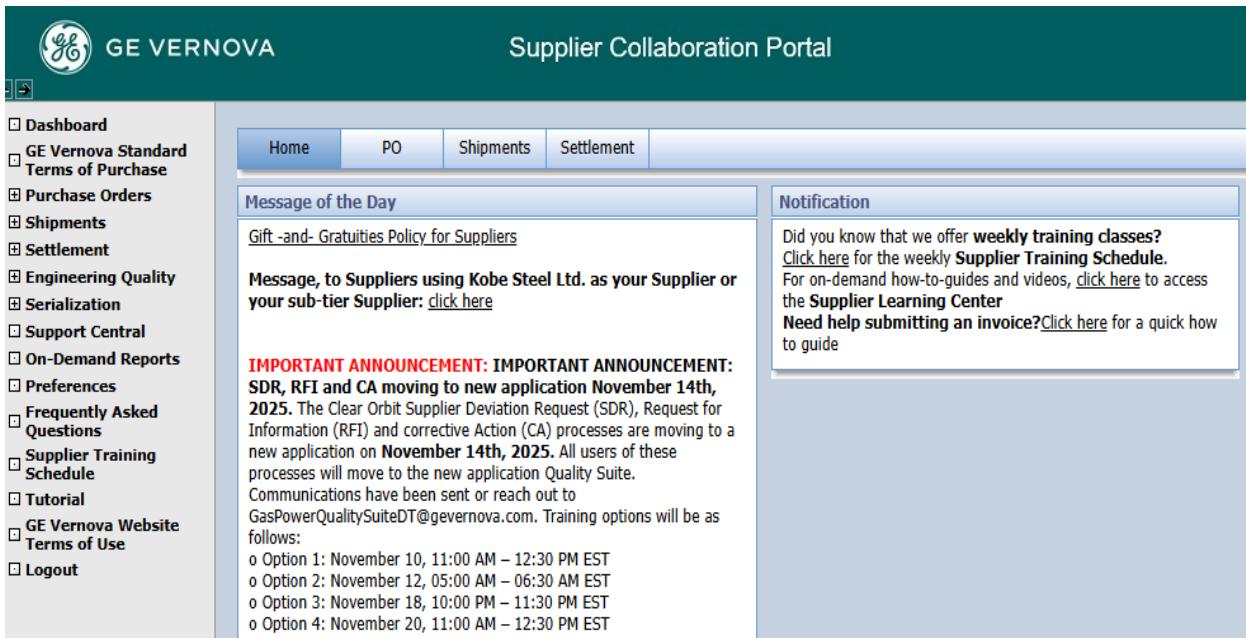


Step 6: Once updated, you'll receive a “Success” message and be allowed to sign-in with your new password.

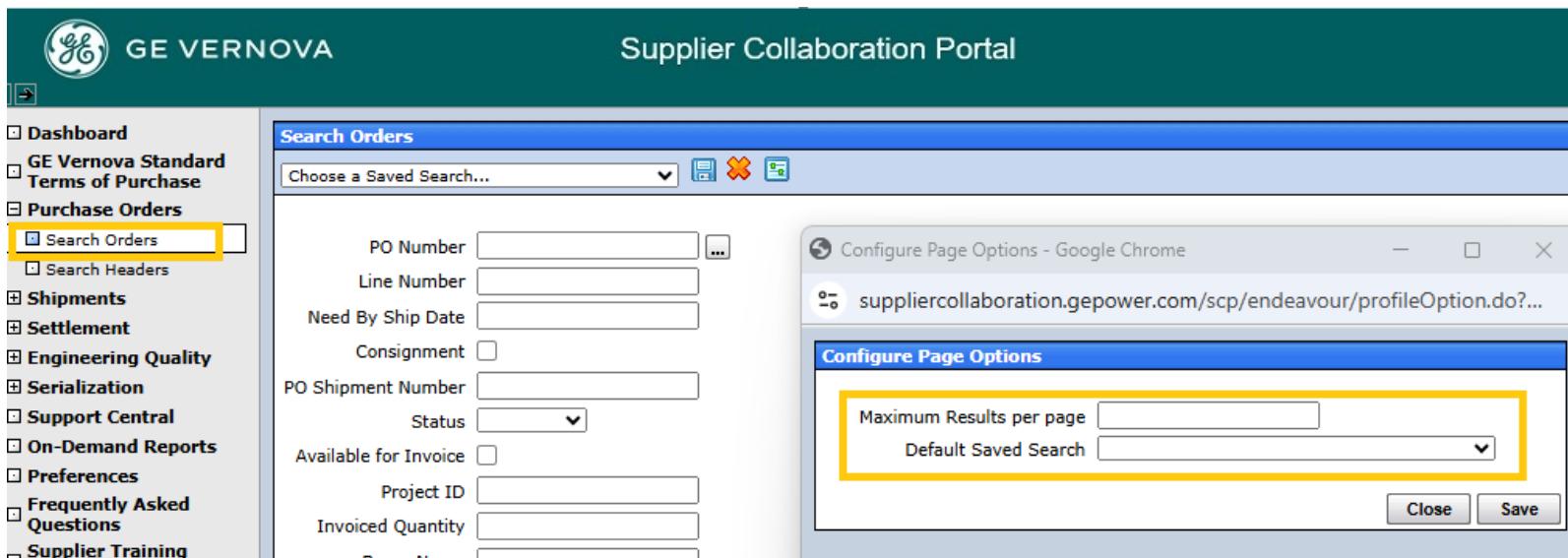


How to view all the lines of a Purchase order in a Single Page

- ✓ Clear-Orbit Application Log-in URL:
<https://suppliercollaboration.gepower.com/scp/endeavour/disclaimer.do>
- ✓ Enter SSO Credentials
- ✓ Click "I Agree" to enter into Clear-Orbit Application
- ✓ Click on Purchase Order
- ✓ Search orders
- ✓ Click on Options Icon
- ✓ Update Maximum Results per page
- ✓ And Hit "Save"



The screenshot shows the GE VENOVA Supplier Collaboration Portal home page. The header includes the GE logo and the text "GE VENOVA" and "Supplier Collaboration Portal". The left sidebar contains a navigation menu with the following items: Dashboard, GE VenoVA Standard Terms of Purchase, Purchase Orders (which is selected and highlighted in blue), Shipments, Settlement, Engineering Quality, Serialization, Support Central, On-Demand Reports, Preferences, Frequently Asked Questions, Supplier Training Schedule, Tutorial, GE VenoVA Website Terms of Use, and Logout. The main content area features a "Message of the Day" box with a link to the "Gift-and-Gratuities Policy for Suppliers" and a "Message" box for suppliers using Kobe Steel Ltd. as their supplier or sub-tier supplier, with a link to click here. A large "IMPORTANT ANNOUNCEMENT" box states that SDR, RFI, and CA are moving to a new application on November 14th, 2025. It provides four options for the move: November 10, 11:00 AM – 12:30 PM EST; November 12, 05:00 AM – 06:30 AM EST; November 18, 10:00 PM – 11:30 PM EST; and November 20, 11:00 AM – 12:30 PM EST. A "Notification" box on the right side of the main content area contains a message about weekly training classes and links to the Supplier Training Schedule and Supplier Learning Center.



The screenshot shows the "Search Orders" page of the GE VENOVA Supplier Collaboration Portal. The left sidebar is identical to the home page, with "Purchase Orders" selected. The main content area features a search bar with the placeholder "Choose a Saved Search..." and several search filters: PO Number, Line Number, Need By Ship Date, Consignment, PO Shipment Number, Status, Available for Invoice, Project ID, Invoiced Quantity, and Buyer Name. A modal window titled "Configure Page Options - Google Chrome" is overlaid on the page, showing the "Configure Page Options" dialog. This dialog contains two input fields: "Maximum Results per page" and "Default Saved Search", both of which are highlighted with a yellow box. At the bottom of the dialog are "Close" and "Save" buttons.

Acknowledge Purchase Order(s) in Clear Orbit Application

- ✓ Clear-Orbit Application Log-in URL: <https://suppliercollaboration.ge-energy.com/scp/endeavour>
- ✓ Enter SSO Credentials
- ✓ Click “I Agree” to enter into Clear-Orbit Application
- ✓ Click on Purchase order
- ✓ Search orders
- ✓ Provide Purchase Order Number
- ✓ Hit “Search”
- ✓ Only ONE PURCHASE ORDER AT A TIME

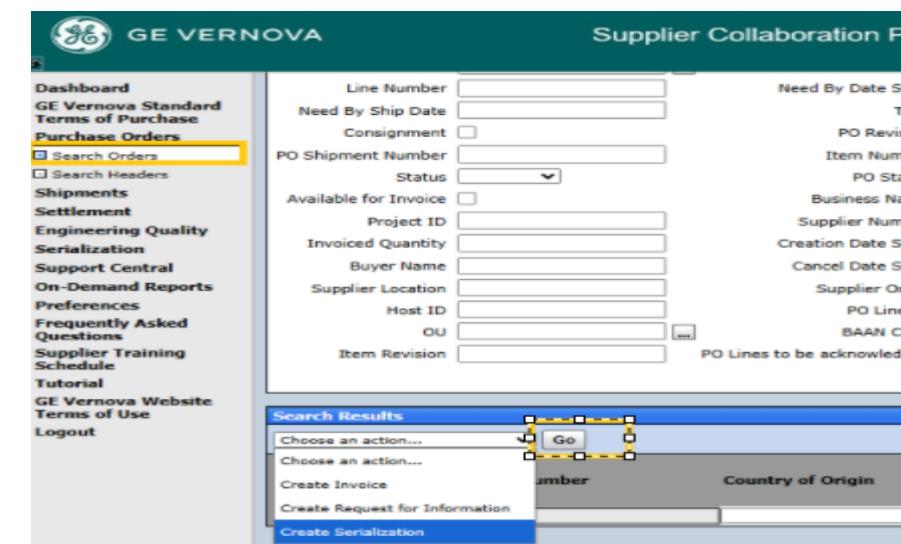
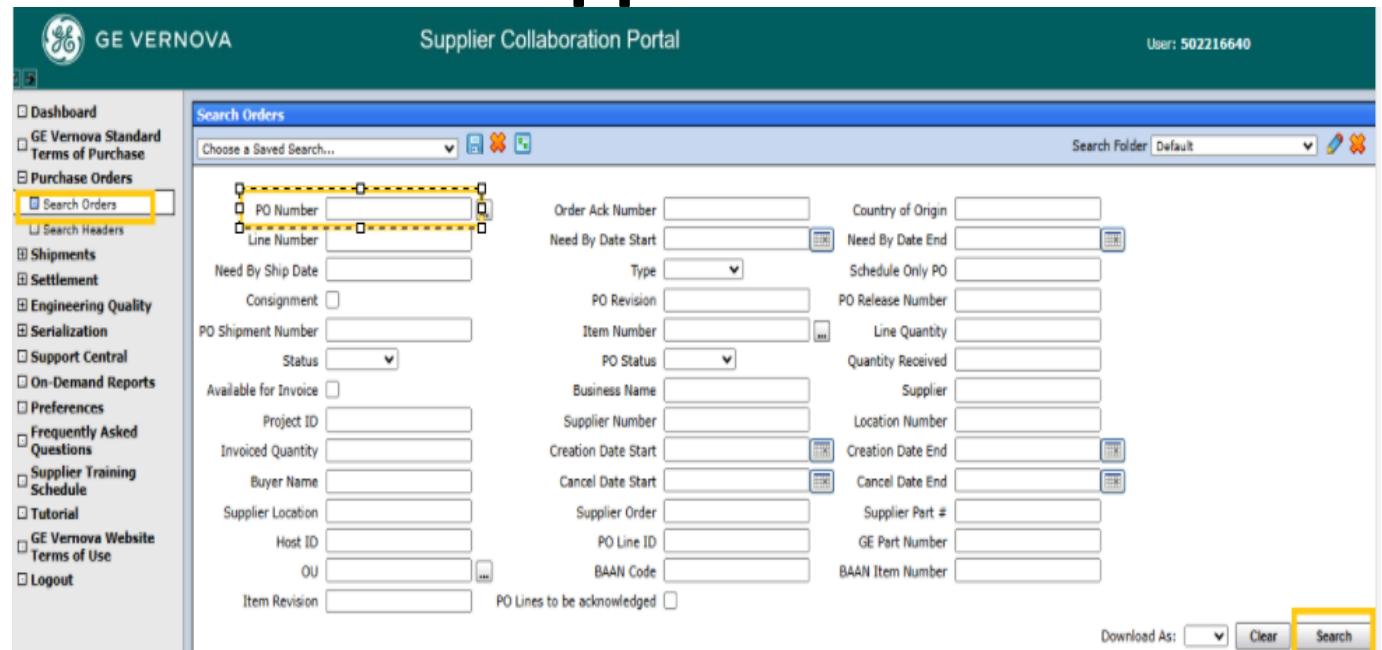
- ✓ Click on the check box
- ✓ From Choose an action
- ✓ Select Accept
- ✓ Hit GO
- ✓ If there are no errors thrown, we are good and PO is accepted
- ✓ In case you receive any error (Refer next slides)

In case you receive a notification “Promise date must be after today’s

- ✓ Update Promise date as tomorrow’s date
- ✓ Select Promised date change reason as other

In case you do not find Calendar Icon available to change “Promise date”

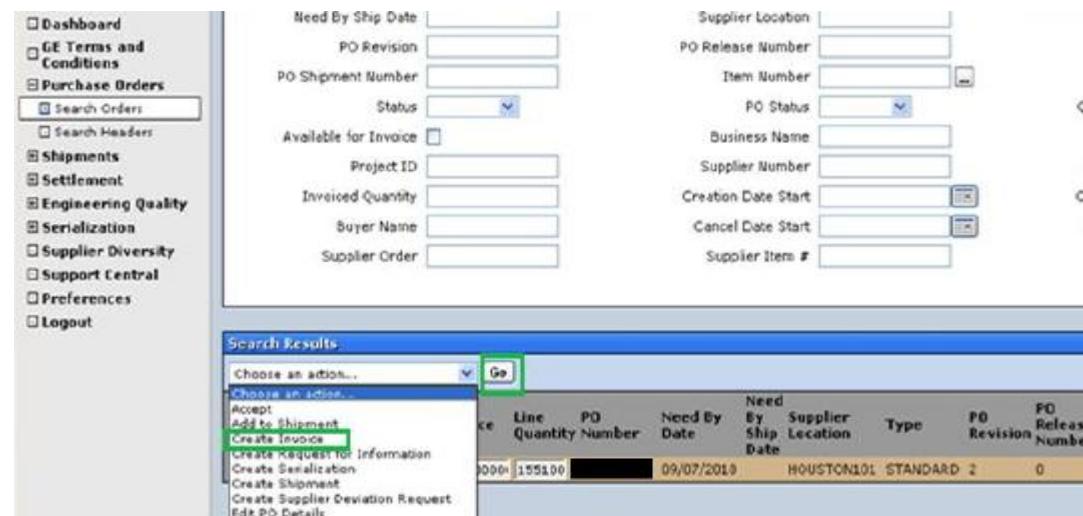
- ✓ Contact your PO buyer to setup the need by date of the Purchase Order to be after today’s date



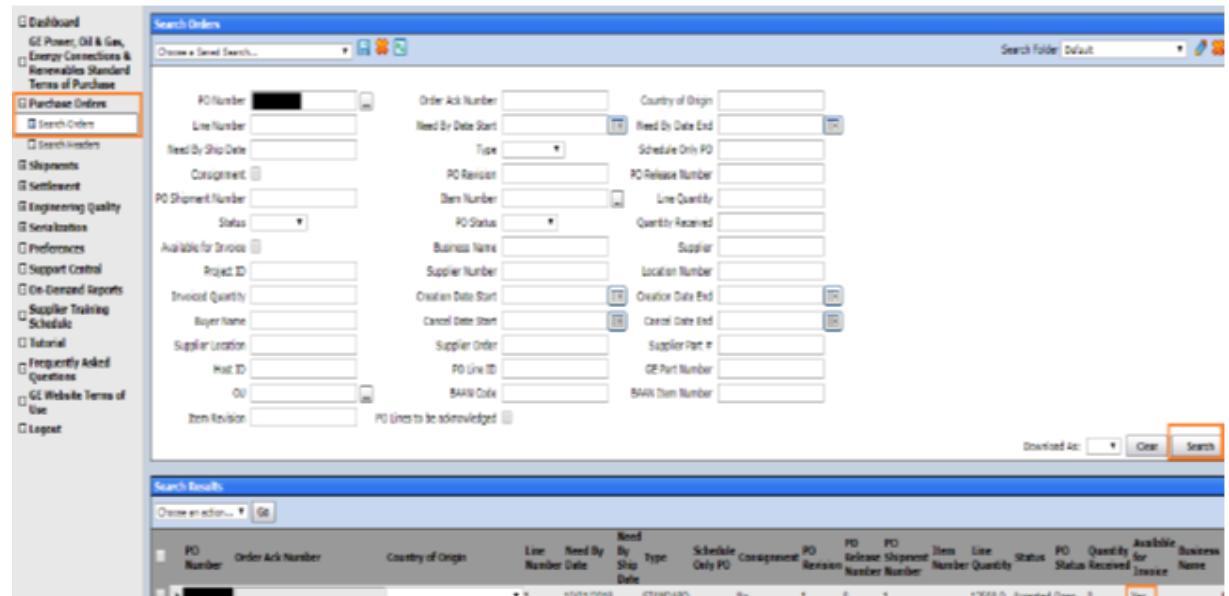
Steps to submit the invoice against the Purchase Order

- ✓ Clear-Orbit Application Log-in URL: <https://suppliercollaboration.ge-energy.com/scp/endeavour>
- ✓ Enter SSO Credentials
- ✓ Click "I Agree" to enter into Clear-Orbit Application
- ✓ Click on Purchase Orders
- ✓ Click on search orders
- ✓ Key-In Purchase Order Number
- ✓ Hit Search
- ✓ You can see the PO available for invoice as YES

From the choose an action select create invoice and hit GO as shown

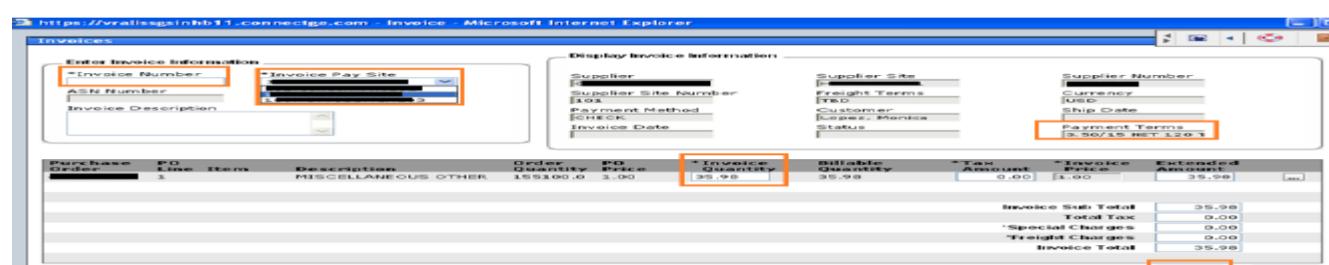


The screenshot shows the 'Purchase Orders' search interface. The sidebar on the left has 'Purchase Orders' selected. The main area shows search fields for Purchase Order Number, PO Revision, PO Shipment Number, Status, and various dates. The 'Search Results' table at the bottom has a row selected with a green box around the 'Create Invoice' button in the 'Choose an action...' column.



The screenshot shows the 'Search Orders' interface. The sidebar on the left has 'Purchase Orders' selected. The main area shows search fields for Purchase Order Number, Order Ack Number, and various dates. The 'Search Results' table at the bottom has a row selected with a green box around the 'Available for Invoice' column value 'Yes'.

- ✓ You will be directed to a new page as shown
- ✓ Please fill the mandatory fields like Invoice number, Invoice pay site, Invoice quantity
- ✓ Check the payment terms if everything is correct click "submit"



The screenshot shows the 'Enter Invoice Information' and 'Display Invoice Information' pages. Both pages have several fields highlighted with green boxes, including 'Invoice Number', 'Invoice Pay Site', 'Invoice Description', 'Supplier Site', 'Supplier Site Number', 'Payment Method', 'Invoice Date', 'Invoice Sub Total', 'Total Tax', 'Special Charges', 'Grand Totals', and 'Invoice Total'.



eSourcing Support Contact(s)

If you still face any issues; Please contact L1 eSourcing Helpdesk

- ✓ **Telephone:** (866)-770-5248 Option 2
- ✓ **Email:** eSourcingSupport@gevernova.com
- ✓ **Visit us** <https://buildsmart.capgemini.com/sites/1564108/portal/1043018>

Escalation Point of Contact

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THANK YOU!